

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



<b>Assessment Subject: Covid-19 Visitors &amp; Contractors on site</b> <b>Containment stage</b> <b>FOR SEPTEMBER 2020</b>			
<b>Directorate / Division:</b>	Education – Drumbeat School	<b>Assessor:</b>	Bryony Bowen: Assistant Head Teacher
<b>Date of Assessment:</b>	April 2021	<b>Date to be Reviewed:</b>	In line with government advice

### *Coronavirus Key Actions (as situation escalates)*

Hazard(s) Identified	What is the Risk? Who / How are affected?	Control Measures	Action by Who	Action by when	High Risk
(anything which may cause harm)	(what could happen)	(eliminate or further limit risk)			
<b>Suspected case/symptoms in staff member</b>	Risk of passing on virus to other staff/students/family/community	Staff offered both vaccinations. Large proportion (approx. 90%) of staff have been fully vaccinated. Any staff with any symptoms to not attend school and get a test as soon as possible. If test is negative staff should return to work.	EHT /GB	Ongoing	
<b>Suspected case in student</b>	Risk of passing on virus to other staff/students/family/community	Taking temperature of anyone in school who may begin to feel unwell and taking photo of temperature recorded  Children with any symptoms immediately	EHT	Ongoing	

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



		<p>isolated and parents phoned to collect. Staff supporting whilst waiting for collection to wear PPE.</p> <p>Parents directed to self-isolate in line with government guidance.</p>			
<b>Confirmed/Suspect case in a family</b>	Risk of passing on virus to other staff/students/family/community	<p>All parents contacted and told to self-isolate according to DFE guidelines.</p> <p>Confirmed case: parents/staff need to ready to provide details of anyone who has been in close contact with if they test positive.</p>	EHT	Ongoing	
<b>Staff shortage</b>	<p>Student safety</p> <p>Staff workload</p> <p>Safeguarding of children</p>	<p>Additional staff such as MDMS brought in within bubbles. PPA time re-arranged instructors to cover gaps. SLT cover.</p> <p>Safeguarding lead available at all times preferably onsite but can be contacted remotely. CPOMS online system continued to be used with all incidents recorded and actioned.</p>	SLT Designated safeguarding lead	Ongoing	
<b>Staff with extreme clinical vulnerabilities listed as high risk</b>	Risk of getting virus and increased symptoms.	Individual cases to be discussed with EHT.	EHT/SLT	Ongoing	

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



<b>Staff living with people with extreme clinical vulnerabilities listed as high risk</b>	Risk of passing on virus to those in high risk category to follow public health guidelines	Individual cases to be discussed with EHT.	EHT/SLT	Ongoing	
<b>Leadership staff shortage</b>	Implementation of RA / management of staffing/ safeguarding of children.	Leadership on site and online. Work on rota where needed. Tiered leadership EHT – DHT – SBM – AHT – TLRs	EHT/SLT	Ongoing	
<b>Admin shortage</b>	Safeguarding of children including attendance Fire protocol	Staff working from home SBM to cover or failing that SLT cover where needed. Staff in school complete essential admin tasks	SLT	Ongoing	
<b>Kitchen staff shortage</b>	Not being able to meet student's basic needs.	Parents provide packed lunches Tesco vouchers	SLT	Ongoing	

## Core Control Measures

Hazard(s) Identified	What is the Risk? Who / How are affected?	Additional Control Measures	Action by Who	Action by when
(anything which may cause harm)	(what could happen)	(eliminate or further limit risk)		
Passing on of virus (hygiene)	Risk of getting the virus or being a carrier	Weekly lateral flow home testing available for all staff and visiting professionals.  Hand sanitizer/Increase hand washing  Masks optional for staff and pupils  Increased cleaning - 2 extra cleaners cleaning continuously throughout the day one on each site.	EHT	Ongoing
Passing on virus (social distancing)  High risk due to lack of social distancing	Risk of getting the virus or being a carrier  High risk as students cannot be tested on site due to complex needs. Risk of being a carrier remains high.	Visitors to school suspended until further notice excluding visiting professionals (e.g. therapists).  Visiting professionals (such as therapists) to social distance where possible and follow hygiene guidelines/mask protocol. Any unavoidable close contact with pupil or staff member to be recorded on central	SLT	Ongoing

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



		<p>spreadsheet. Lateral flow testing offered to visiting professionals.</p> <p><b>Class and wider corridor</b> bubbles created in school to reduce risk of spread. Outside activities such as playtimes to be taken in wider corridor bubbles. Lunchtimes in the dinner hall in bubbles.</p> <p>Briefings and meetings online where possible.</p> <p>Activities involving groups suspended e.g. Assemblies.</p> <p>Limited shared areas to be accessed (sensory, gym, life skills, hall) one bubble per day and cleaned at the end of each day ready for next bubble.</p> <p>Prep rooms to only be used for essential purposes and for minimal time e.g. printing. One member of staff to use prep room at a time, staff to wait outside at a social distance until clear. Staff to be responsible to clean their own touch surfaces using anti-</p>		
--	--	--	--	--

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



		<p>bacterial wipes provided.</p> <p>Break areas such as staff rooms: Staff to social distance from anyone outside of direct class team in these areas. Windows to remain open for ventilation.</p>		
<p>Passing on virus (transport)</p>	<p>Risk of getting the virus or being a carrier</p>	<p>Transport to be directed in line with government guidance separately for school advice. School to liaise with transport regularly. Continued reduced numbers on buses and pupils sitting apart, window seats only.</p> <p>Parent drop offs at normal time. Flexibility built in for exceptional circumstances to support parents. One way system in place following arrows.</p> <p>Learning outside the classroom (offsite): local walks only with no use of public transport or enclosed venues. To be risk assessed on an individual basis.</p>	<p>SLT/ Lewisham transport</p>	<p>Ongoing</p>
<p>Staff well-being</p> <p>Anxiety and stress</p> <p>Bereavement relating to COVID</p>	<p>Staff experiencing high levels of anxiety and stress due to national crisis.</p>	<p>School psychologist and counsellor available for contact via phone or email for all staff.</p> <p>Referrals made by SLT where needed.</p> <p>Testing in place</p>	<p>SLT / therapy team</p>	<p>Ongoing</p>

## Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



19		<p>Vaccination offered to all staff</p> <p>Staff informed via email and reminded in during briefing</p> <p>SLT open door policy</p> <p>Bereavement policy in place.</p>		
<p>Individual student challenging behaviour (e.g. spitting, biting)</p> <p>Personal care needs</p>	Staff and students exposed to the virus.	<p>PPE equipment made available for all staff</p> <p>Clear escalation route for staff members to raise concerns over pupil behavior with SLT as per SLT open door/phone line policy.</p>	SLT	Ongoing
Safeguarding of students	Risk of safeguarding procedures not being followed with remote working	<p>Any safeguarding concerns can be reported using the usual CPOMS system and a phone call to safeguarding lead on site.</p> <p>Same safeguarding procedures are in place and acted upon.</p>	SLT	Ongoing

# Corporate Health and Safety Risk Assessment for London Borough Of Lewisham (LBL)



## *In school procedures*

Theme	What is the Risk? Who / How are affected?	Additional Control Measures	Action by Who	Action by when
	(what could happen)	(eliminate or further limit risk)		
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p><i>Evacuation routes would cause multiple groups/bubbles of people to come into contact</i></p>	<p>New fire layout in place to reduce close contact between bubbles where possible. Risk cannot be completely eliminated.</p> <p>Planned fire drills to be planned by SLT.</p>	EHT	Ongoing

Signed by EHT:

*Marie Aeeve*

Signed by accessor:

*B. Bauer*